Project Office & Project Office Express Instructions

Starting Project Office:

- To access Project Office on HUD's web site, contact the HUD Project Leader for the project you are working on.
- Click on the **Start Menu** button, select **Programs**, select **Office**, select **Project Office.**
- In the Project Office Login dialog box, enter your login name and password.
- Click on the Login button.

Creating a New Project:

- Select **File | New Project** from the pull down menu. You will see New Project dialog.
- Select **Create a blank project,** then click on **OK** or
- Select **Copy the project selected below:,** then select a template from the list of projects to create your new project and click **OK**. The Project Summary dialog box appears. Fill in the requested HUD-specific information.
- Click **OK**.

Allocating Resources to a Project:

- Select a Project in the project list.
- Click on the **Resources** icon in the **Views Bar**.
- Review the resources. Click on the check box for each resource needed for the project.
- Verify start and finish dates
- Review resources on the Gantt chart.

Displaying More than one Resource:

- Select one name.
- Hold down the **Control Key** and select additional names.

Employing a Filter:

- To filter project information, Select **Portfolio | Filters**
- Select the filter you wish to apply
- Click on **Apply.**

Creating a Filter:

- Open the Filter dialog box by selecting **Portfolio | Filters**.
- Click on the **New** button.
- **Name** your new filter.

- Select a **Rule**.
- State the **Field**.
- Identify the **Test**.
- Name the **Value**.
- Click **OK**.

Creating or Editing a Task List:

- Select a Project from the **Project List**.
- Select **Tasks** from the **Views Bar**.
- Modify tasks, descriptions, dates and costs as needed.
- Select the **Resources, Materials** and **Other** tabs in the bottom pane of the dialog box to assign resources.

Modifying the Gantt Chart:

- Right click on the Gantt Chart
- Select **Legend** or one of the **Format ...** features to modify the chart.

Timesheet Entries:

Open Netscape and go to the URL: **http://hudwebapps5.hud.gov/po/i/p039**

NOTE: The above URL is on HUDweb (HUD's intranet site). If you do not have access to HUDweb, please contact your HUD Project Leader.

The Timesheet View **with your timesheet for the current week will display. Use the arrows next to the week field to navigate to the week for which you wish to enter time. Note that the date indicates the week *ending* date, which will be a Sunday.**

- Pre-assigned tasks may not appear on your timesheet. Click on the **Assignment view** to pick tasks for which you need to enter time.
- In the upper pane of the **Assignments** view, you will see folders for all the projects in Project Office. Any project that has a red circle next to it is available to you. Locate the project you wish to enter time for and click on the red circle.
- In the lower pane will appear all the tasks for that project. All of the tasks will have names of employers listed in parenthesis next to them. Locate the task(s) for your employer. Click in the **check box(s)** for task(s) you want to charge against and click on the OK button to return to the **Timesheet** View. The tasks you checked will be added to your timesheet.
- Enter the appropriate number of hours under the applicable days and click on save. Enter time in half-hour or larger increments. You may enter time on a daily basis if you wish and save it by clicking on the **Save** tab and then clicking on **Logout** each day.
- When you have completed your timesheet for the week, click on **Submit**.

- Please remember to click **Logout** every time you leave Project Office Express.

Timesheet Review:

- Select Project from the **Project List**.
- Click on the **Timesheet** icon from the **Views Bar**.
- **Approve, Reject** and **Post** timesheets as needed.

Generating Reports:

- Select Project from the **Project List**.
- Select the **Report** icon from the **Tool Bar**.
- Click on the desired **Report View** in the dialog box
- Select the **Preview Report** icon to see the report on your screen
- **Email** or **Save** the report as required.